

## ADMINISTRATION TEAM MINUTES

**Date:** January 10, 2003  
**Time:** 9:00 am  
**Place:** Tacoma AGC Building

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<b><u>Attending:</u></b>	Cathy Arnold	_____	Ron Howard	✓.	Mark Scoccolo	_____
	Dave Banke	_____	Carl Jonasson	✓.	Bill Senta	✓.
	Jerry Brais	✓.	Bill Loring	_____	Greg Waugh	✓.
	Doug Ficco	✓.	Cathy Nicholas	✓.	Tom Zamzow	✓.
	Mike Hall	✓.	Mark Rohde	✓.		
	Bob Hilmes	✓.	Larry Schofield	✓.		

**Opening:** Jerry Peterson, from Scoccolo Infrastructure, visited as a guest.

The minutes of the November 15th meeting were approved.

Ron announced that Bill Loring is retiring next week and that Tina Nelson, from the City of Tacoma will be joining the team in his place. Jeff Carpenter has been assigned as Assistant Construction Engineer in Ron's office and will be joining the team (replacing Craig McDaniel.)

Ron noted the annual AGC/WSDOT Meeting and passed out copies of a draft brochure. The specific names of participants may be changed and the price is not final. All team members are invited to attend.

### **Quality Roundtable**

Ron Howard discussed his assignments from the last meeting. The Traffic Office says that portable CMS signs will not be needed in closed lanes for the duration of the closure. They will only be necessary while the lane is being closed. The trial specs have been changed accordingly. Updated traffic specs were distributed on Dec 9<sup>th</sup> (a new version, dated 1/7/03, now exists.) Ron has reviewed policy and practice on deferrals and these will be discussed during new business. Finally, Ron admitted that he has not looked at CALTRANS specs for bidding overhead costs. On the WSDOT news front, John Okamoto and Klara Fabry have both resigned. The Department

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is working to determine the public will about transportation so the next proposal can be responsive.

Jerry Brais says that King County has some work going and seems to have some money. He described a bridge project in Preston and a good-sized reconstruction of NE 124<sup>th</sup> Street.

Larry Schofield says his office is working to update the LAG Manual and is doing work on consultant agreements. They will be refilling the vacant environmental position, but other vacancies will be left open.

Bob Hilmes says that Eastern Region is looking at five pavers this year. Without additional funding, that will be the workload and up to 60 people will lose their jobs.

Mark Rohde advises that CBI has completed the joint repair job in Pasco. They just picked up a seismic retrofit for the City of Tacoma.

Cathy Nicholas described Federal funding at the national level. Working under a continuing resolution, the '03 budget will be \$27.7 Billion. This compares with \$31.8 Billion in '02. Debate is under way over the reauthorization of TEA-21. Washington Division is brokering conversations including the State Labor and Industries and the Federal Department of Labor about the conflicts between State and Federal wage requirements. A worthy first step, with lots of work left to do.

Greg Waugh described two recent bids that were significantly low. Kuney has examined their work and is confident. They are undertaking both jobs intending successful and profitable completion. The company is finishing up at Vancouver, in Everett and in Renton. They are in the final stages of bidding a Design-Build in LaGrande, Oregon.

Bill Senta says that Guy F. Atkinson is running short of work. They still have the Bellevue NE 8<sup>th</sup> project, and are working hard at bids for two Sound Transit jobs in Snohomish County.

Carl Jonasson reports that Balfour-Beatty has only the Inter-Modal project at Safeco Field. They are working to get prequalified for the Hood Canal Bridge.

Mike Hall says that Goodfellow finds itself in a tough bidding environment. They are working the private sector.

Jerry Peterson reports for Scoccolo. They have some carryover work in South King County and are working GCCM projects for the University of Washington.

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Tom Zamzow says the Wilder is in the same boat as everybody else, working to bid low enough to pick up some of the scarce work. They have some private jobs in Bellingham, Everett and Olympia, have just picked up an environmental project in Texas, and are busy moving their Everett asphalt plant.

Doug Ficco reports that Southwest Region is weathering the funding crisis fairly well. Vancouver has been downsizing for the past 6-8 years. The hard times that are affecting everyone else have already happened. The current staff actually has a decent workload due to the demands of growing Clark County. The County and the City of Vancouver are helping to finance several state route jobs that will provide infrastructure for the demands of new industry, commercial and residential development.

### **Old Business—Traffic Control, Section 1-10**

Ron reported eleven projects selected so far for trial use of the new specifications. A few additional jobs may be added. Once the list is completed, a complete summary will be prepared and distributed.

Follow-up on these trial projects will include a survey of all bidders, midterm project evaluations and end-of-project summaries. The results of these will be brought back to the Team next winter for analysis and final action on the trial specs.

### **New Business—Policy and Practice on Deferrals**

Ron described the present policy of the Department as fairly simple. Work that is done is promptly paid for. Payment is withheld for work not done. Except in specific cases (missing schedule, missing training plan, missing EEO reports, missing payrolls, etc) where the contract specifically allows withholding the full amount of the item, the amount withheld must be comparable to the actual portion of the work not performed.

The practice of the people in the Department is something quite different. There seems to be a lot of punitive and excessive withholding going on. We are inconsistent in our application of deferred payments. Some contractors complain, and some don't.

A free-wheeling discussion revealed the following issues:

- The pre-estimate printout from CAPS shows deferrals.

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- Some offices hand out pre-estimates and some don't.
- There seems to be a disconnect in communicating among the owner, the contractor, subcontractors and suppliers.
- The biggest reason for deferrals seems to be missing certifications.
- Bad Thing: Get an estimate check with deferrals and had no notice.
- In many cases, the total value of the bid item or work is deferred for small reasons.
- Maybe we should have list in the Const Manual. Reactions for various missing items.
- If so, we would want to avoid including a dollar threshold—would get obsolete quickly.

The team agreed that what is needed is Construction Manual instructions to Engineers. There is probably no need for new specs. Ron agreed to put together a draft of Construction Manual language for the Team's review at the next meeting.

### **New Business—Participate in AASHTO Guide Spec Development (Traffic Control)?**

Kevin Dayton joined the meeting with an invitation for the team. National FHWA and AASHTO's subcommittee on construction are undertaking an effort to develop nationwide guide specs for traffic control. In view of the work done by our team, Kevin suggests that we attend and present our work for the committee to consider. The commitment would be for one day, during which we would present our team processes and the results of our work on traffic control. After that, there would be questions and answers and our commitment would be over.

The effort is voluntary, and would replace a regular team meeting. Kevin is looking at March 6<sup>th</sup> as a tentative date for the meeting, somewhere in the Puget Sound area. The team agreed to participate. More info will be forthcoming as details and plans are firmed up.

### **Discussion—What about Contractor Performance Reports?**

Kevin was asked about the recommendations the team made last winter concerning performance reports. He said that work is underway on revising the form, the weighting of the elements and the internal processes. He didn't hold out much hope for changing the due process. In the first place, Kevin feels that the existing process is adequate, but has not been adequately carried out. In the second place, he believes that some of the suggested changes would be very difficult to sell within the Department. Finally, he is reluctant to reopen the WAC hearing process, a step that would be necessary to modify the appeal procedures. Kevin did promise that when the final product is ready, including a re-write of the Manual, he will bring it to the Team for a first look. He emphasized that he will be presenting it for information, not for approval.

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### **Future Meetings**

February 7<sup>th</sup>, 2003 @ Tacoma AGC (9:00 am)

March 14<sup>th</sup>, 2003 @ Tacoma AGC (9:00 am)

(may be rescheduled for AASHTO traffic control discussion)

April 11<sup>th</sup>, 2003 @ Tacoma AGC (9:00 am)

May 16<sup>th</sup>, 2003 @ Tacoma AGC (9:00 am)

June 6<sup>th</sup>, 2003 @ Tacoma AGC (9:00 am)

### **Assignment List**

<u>Who</u>	<u>What</u>	<u>By When</u>
Ron Howard	Draft of Const Manual language on deferrals	February 7 <sup>th</sup>

### **Team's "Round Tuit" List**

1. Traffic Control Provisions
2. Policy and Practice on Deferrals
3. Bid Item for On-site Overhead
4. Progress Schedules
5. Disputes Review Boards
6. Section 1-08.8, p5.c—Extensions for Quantity Overruns?
7. Short-term Scheduling
8. Joint Training—Documentation
9. Payroll, Wage Administration procedures
10. Materials on Hand provisions
11. Tort Claims Liability/Accident Reports
12. Web-Based Construction Management
13. Insurance Cost/Reimbursement